




MEMORANDUM

Date: May 24, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Carolyn Sheldon
Senior Grants Administrator

Subject: **Approving Selection Committee ranking for RFP #22-007**

Introduction

Staff recommends the City Commission approve the Selection Committee ranking for RFP #22-007 Community Development Block Grant (CDBG) Grant Administration and authorize City Manager to negotiate and execute a contract with the highest-ranking firm upon advice and consent of the City Attorney.

Background

The City of Key West (City) requires the services of a qualified firm to provide Community Development Block Grant (CDBG) grant administration for the City's eight (8) CDBG grants. The City issued RFP 22-007 CDBG Grant Administration on April 7, 2023 and proposals were opened on May 10, 2023. Five (5) responses to the RFP were received. Upon review of the proposals, the following firms were considered complete and responsive:

- Bermello Ajamil and Partners
- Calvin Giordano and Associates
- Langton Consulting
- Metric Consulting
- Tidal Basin

On May 19, 2023, a Selection Committee comprised of two City Staff members and one non-City Staff member held a publicly advertised meeting to score and rank proposals from the above listed firms. Selection Committee scores and ranking are attached for review. Scores and ranking are summarized as follows:

Rank	Firm	Total Raw Score	Proposed Cost
1.	Langton Consulting	255	\$ 550,500
2.	Tidal Basin	227	\$ 629,700
3.	Bermello Ajamil	196	\$ 723,000
4.	Calvin Giordano	176	\$1,047,900
5.	Metric Consulting	143	\$1,028,700

An agreement with the highest-ranking firm in substantial conformance with the terms contained in RFP #22-007 is anticipated to be executed upon consent of the City Attorney. The contact terms are for four (4) years with an option to extend for one (1) year giving ample time to complete the administration tasks during the grant period.

Procurement

Procurement for CDBG grant administration was done according to 2 CFR 200.320(b)(2) Proposals. Federal regulations require price to be used as one of the selection factors. CDBG grants can fund a maximum of 5% of the award amount for grant administration. Grant revenue and grant administration expenses will be budgeted in the appropriate fund accounts.

Recommendation

The City Manager’s Office recommends the City Commission approve the Selection Committee ranking for RFP #22-007 Community Development Block Grant (CDBG) Grant Administration and authorize the City Manager to enter into an agreement with the highest-ranking firm and execute necessary documents upon advice and consent of the City Attorney.

Exhibits:

Exhibit A – Selection Committee ranking